Department: Office for Community-Engaged Learning

G.A. Position:
Service-Learning

Supervisor: Jeffrey Rathlef

Job Description: The Service-learning graduate assistant will assist the Director for Community-Engaged Learning to support work in the following areas: 1) facilitate the provision of diverse service-learning resources for students, faculty, and community partners in order to support high quality and high impact practice; 2) coordinate the annual SRU President’s Awards for Civic Engagement; 3) promote visibility and steward broad-based recognition and awareness of service-learning and community-engaged work at SRU; and 4) other duties as assigned.

Job Functions/Responsibilities:

1. Facilitate the provision of diverse service-learning resources for students, faculty, and community partners in order to support high quality and high impact practice.

Duties may include but are not limited to:

a) compile service-learning training materials into accessible and user-friendly formats for faculty staff, students, and community partners,

b) assist with the implementation of service-learning courses into the ENGAGE/GIVE PULSE platform and conduct faculty training/outreach for all HIPs designated service-learning courses.

c) assist Director with development of training materials, dissemination of resources, and construction of appropriate policies and procedures for service-learning.

d) assist Director with development and management of office website, D2L repository, and ENGAGE/GIVE PULSE platform for access to s-l resources, community organizations, supplemental assessment services, service-learning syllabi, outcomes reports, blog, and social media.

e) construct standard SRU service-learning orientation materials, including executing periodic in-class trainings and support.

f) compile monthly office newsletter and manage social media announcements and communication.

g) manage the policies and procedures of the OCEL Resource Center including cataloguing, check-out,
monitoring, and maintenance of all books, videos, and additional resources.

2. Coordinate the annual SRU President’s Awards for Civic Engagement.
   Duties include:
   a) update online nomination form, the presidential call for nominations and promotional materials.
   b) coordinate selection committee recruitment, scheduling, and stewardship of review process and
      selection of award recipients.
   c) coordinate awards ceremony and luncheon for recipients and guests, including design of the
      program and the purchase of certificates and plaques for award recipients.

3. Promote visibility and steward broad–based recognition and awareness of service–learning and
   community–engaged work at SRU.
   Duties may include, but are not limited to:
   a) compile reflections from students, faculty, staff, and community involved in service–learning efforts
      into creative formats (graphics, print, media, video, etc.) to make visible and disseminate outcomes and
      impacts of the practice.
   b) steward the annual Spotlight on Civic Engagement series; using video to capture individuals and
      impacts of civic engagement.
   c) assist with additional efforts to make the impacts of community–engaged work and service–learning
      visible to campus and external community.

4. Other duties as assigned by the Director for Community–Engaged Learning.

**Desired Qualifications:**

- Experience with volunteerism, community service, service learning, community development, or civic
  engagement initiatives.
- Ability to apply new learning, skills, and professional development into daily activities and assigned
  tasks.
- Ability to work independently, be self– directed, give attention to detail, and deliver tangible results.
- Ability to communicate/interact in a highly professional manner in both individual and group
settings.

- High degree of maturity and demonstrated follow-through on assigned tasks.

**Graduate Student Outcomes:**

**Position-Specific Learning Outcomes:**

The Service-Learning Graduate Assistant will learn/gain the following:

- Direct faculty, staff, and community partner contact involving supporting service-learning and community engagement initiatives.
- History, philosophy, principles and values of the service learning and community engagement movement within higher education.
- Manage human and organizational resources including training, didactic, financial, individual, group, internal, and external constituencies.
- To coordinate and support collective group deliberations and tasks.
- To advise, adhere, and contribute to the formation of policies and procedures related to service-learning.
- To become more fully human and conscientious as an active, contributing member of society.

**Note:** A performance review is conducted at the end of each academic year based on satisfactory completion of collectively identified personal and professional skill development goals aligned with the duties and responsibilities of the position. Future job references may also be provided with strong performance.

**Appropriate SRU Graduate Majors:**


**Supervisor’s Expectations:**

- Work Location: Office for Community-Engaged Learning
- Hours/Week: 18.75
- GPA: 3.0
- Strong management and organizational skills, superb interpersonal and written communication, computer literacy, and excellent time management. Print/media and
marketing experience preferred.

**Supervisor's address:**
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